

Hubbard-Radcliffe CSD

Hubbard-Radcliffe EA

7/1/2005 6/30/2007

2005-2006 Master Contract Agreement

Between
Hubbard-Radcliffe Education Association
And
Hubbard-Radcliffe
Community School District

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May 2005

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ARTICLE I - RECOGNITION

3/94

A. UNIT

1. The Board of Directors of the Hubbard-Radcliffe Community School District hereby recognizes the Hubbard-Radcliffe Education Association as the certified sole and exclusive bargaining representative for all personnel as set forth in the PERB Certification Instrument issued in Case No. 5021.

2. The unit described in the above certification is as follows:

INCLUDED: All regular full-time certified teachers and regular part-time certified teachers, including guidance counselors, librarians, Resource Teachers, and Chapter I teachers.

EXCLUDED: Superintendent, Principals, Athletic Director, School Nurse, Substitute Teachers, Teacher Aides, Teacher Associates, Bus Drivers, Head Custodians, Custodians, Head Cooks, Secretary to the Superintendent, Secretary to the Principal, Board Secretary and all other persons excluded under Section 4 of the Public Employment Relations Act.

B. DEFINITIONS

1. The term "Employer", as used in this Agreement, shall mean the Hubbard-Radcliffe Community School District as governed by the Board of Directors, or its duly authorized representatives.

2. The term "Employee", as used in the Agreement, shall mean all professional employees represented by this Association in the bargaining unit as certified by the Public Employment Relations Board.

3. The term "Association", as used in this Agreement, shall mean the Hubbard-Radcliffe Education Association or its duly authorized representatives or agents.

4. The term "Days", as used in the Agreement, shall mean teacher employment days (i.e. contract days) unless otherwise indicated.

ARTICLE II - GRIEVANCE PROCEDURE

3/93

PURPOSE: The purpose of this Article is to provide for a mutually acceptable method for the prompt and equitable settlement of grievances over the interpretation and application of this Agreement.

A. DEFINITIONS

1. Grievance - A grievance is an allegation by an Employee, a group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement.
2. Aggrieved Person - An aggrieved person is the person or persons, or the Association making the complaint.
3. Party in Interest - A party in interest is the person or persons making the complaint and any person, or his/her representative, who might be required to take action, or against whom action might be taken, in order to resolve the complaint.

B. REPRESENTATION

1. A grievant may be represented at all pre-arbitration stages of the grievance procedure by said grievant, or at the grievant option, by an Association representative.
2. If an aggrieved party is not represented by the Association, the Association shall have the right to be present and to state its view at all stages of the grievance procedure.
3. In addition to the principal, immediate supervisor and superintendent involved at levels 2 and 3, & 4 by any person of the Board's choosing.

C. TIME LINES

1. The failure of an Employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal. Any administrator's failure to give a decision within the time limits shall permit the Employee to proceed to the next step. The time limits may be extended by mutual agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year could result in irreparable harm to the grievant, the party in interest, or the school district, the time limits set forth herein may be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year, or within a maximum of 30 days thereafter.

D. LEVEL ONE (INFORMAL)

An Employee with a grievance shall first discuss it with the principal or immediate supervisor with the object of resolving the matter informally.

E. LEVEL TWO (FORMAL)

1. If as a result of the informal discussion with the principal or immediate supervisor, a grievance still exists, the aggrieved person may invoke the formal grievance procedure not later than twenty (20) school days from the event giving rise to the grievance on the form set forth in Schedule C.
2. The grievance form shall be available from the Association representative and said form shall be signed by the Employee. The grievance form shall be delivered to the appropriate principal or immediate supervisor. A copy of the grievance will be provided to the Association by the administration.
3. The appropriate principal or immediate supervisor shall indicate a disposition of the grievance in writing within ten (10) school days of the presentation of the formal grievance and shall furnish a copy thereof to the aggrieved person and to the Association.
4. If the aggrieved person is not satisfied with the disposition of the grievance, or if no disposition has been made within the ten (10) school day period, the grievance shall be transmitted to Level Three within ten (10) school days.

F. LEVEL THREE

The superintendent or his designee shall meet with the aggrieved person and the Association within ten (10) school days of receipt of the grievance. Within ten (10) school days of the meeting, the superintendent or his designee shall indicate the disposition of the grievance in writing and shall furnish a copy thereof to the aggrieved person and to the Association. If the Association is not satisfied with the disposition of the grievance by the superintendent or his designee, or if no disposition of the grievance has been made within the time limits of this paragraph, the Association shall transmit the grievance to Level Four within ten (10) school days of the disposition from Level Three.

G. LEVEL FOUR

1. If within ten (10) school days following the formal third step the Association submits a request to the superintendent to enter into arbitration, a written request for a list of seven (7) arbitrators shall be made to the Iowa Public Employment Relations Board by either party. The parties shall determine by lot which party shall have the right to remove the first name from the list. Within ten (10) school days of receipt of the list, each of the two parties shall alternately strike one (1) name at a time from the list until only one (1) name remains. The person whose name remains shall be the arbitrator.
2. The arbitrator so selected shall hold a hearing promptly and shall issue a decision not later than thirty (30) calendar days from the date of the close of the hearing, or if the oral hearing has been waived by both parties, or if briefs are submitted, then from the date the final statements and proofs on the issues are submitted. The arbitrator's decision shall be in writing and shall set forth findings of fact, reasoning, and conclusions on the issues submitted.
3. The costs for the services of the arbitrator will be borne equally by the Board and the Association.

H. MISCELLANEOUS

1. All decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and shall be transmitted promptly to all parties in interest and to the Association.
2. All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest and their designated or selected representatives.
3. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by a representative selected or approved by the Association. When an Employee is not represented by the Association, the Association shall have the right to be present at Level Two and beyond. The Association shall receive all decisions required in the grievance procedure at times when such decisions are required to be furnished to the grievant.
4. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants. The Association shall have access to the grievance file.
5. If a grievance affects a group or class of the Employees because of the existence of similar facts and issues, the Association may submit, with the approval of the superintendent and the Association, such grievance in writing to the superintendent or his designee directly and the processing of such grievance shall be commenced at Level Three. The Association may process such a grievance through all steps of the grievance procedure.

ARTICLE III - PAYROLL DEDUCTIONS

1995

A. ASSOCIATION DEDUCTIONS

1. Authorization - Any Employee who is a member of the Association or who has applied for membership may sign and deliver to the Employer an assignment authorizing payroll deduction of professional dues. Such Authorization must be delivered to the Board Secretary fourteen (14) calendar days prior to the date that the payroll is to be delivered to the employees. The form of the assignment shall be as set forth in Schedule D.
2. Regular Deductions - Pursuant to deduction authorization, the Employer shall deduct one-tenth (1/10) of the total dues from the regular salary check of the employee each month for ten months, beginning in September and ending in June of the following year. Such dues so withheld shall be transmitted to the Association on a monthly basis.
3. Prorated Deductions - Employees who begin dues deduction after September shall have the total monthly dues prorated on the basis of the remaining months.
4. Payment - The Employer shall transmit to the treasurer of the Association the total monthly deduction for professional dues within fourteen (14) calendar days following each regular period.
5. Duration - Such authorization shall continue in effect for one year unless revoked in writing by a thirty (30) day notice to the Employer and to the Association.
6. Claims - The Association agrees to indemnify and hold harmless the Employer, each individual Board member, and all administrators against any and all claims arising out of the application of the provisions in the Agreement between the parties for dues deductions.

B. OTHER DEDUCTIONS

Upon appropriate written authorization from the Employee, the Employer shall deduct from the salary of any Employee and make appropriate remittance for annuities and insurance. Annuity and extra insurance involvement must be timely, (i.e. the beginning of the contract period). The Employer may set the number of companies to be dealt with.

ARTICLE IV - SICK LEAVE

3/05

A. ACCUMULATIVE BENEFIT

1. Each employee shall be granted a leave of absence with full pay for the Employee's personal illness in the following amounts:
 - a. 10 days - first year of Employment
 - b. 11 days - second year of Employment
 - c. 12 days - third year of Employment
 - d. 13 days - fourth year of Employment
 - e. 14 days - fifth year of Employment
 - f. 15 days - sixth and subsequent years of Employment
2. Part-time Employees shall be entitled to benefits on a pro rata basis in accordance with their employment.
3. Unused sick leave may be accumulated from year to year with a maximum accumulation of one hundred fifteen (115) days, including those days added for the current year.
4. Accumulated sick days amounts shall apply to consecutive years of employment in both the Hubbard and/or Radcliffe districts.

B. USE OF SICK LEAVE DAYS

1. Sick leave days may be used either in full or one-half (1/2) day units or one hour units* [60 minutes] for physical or mental personal illness, bodily injury, or other medically related disability:
 - a. which requires the employee's confinement
 - b. which renders the employee unable to perform assigned duties
 - c. when performance of assigned duties would jeopardize the employee's health recovery.

*A teacher desiring one hour units [60 minutes], must make arrangements to cover their teaching responsibilities. [ie. Teaching coverage must be done by certified staff. Non-teaching responsibilities may be done by noncertified staff.] *Coverage must have administrative approval.

2. Sick leave days may also be used for medical appointments (M.D., D.D.S., optometrist) which cannot be scheduled at another time upon Superintendent's and/or their designee's approval.
3. When all personal days have been used, a total of one [1] sick leave day may be used for attending funerals of nonfamily individuals. That day may be used either in full or one-half [1/2] day units.

C. FAMILY & MEDICAL EMERGENCY LEAVE

1. An employee desiring to utilize sick leave for major illness or condition (i.e. surgery or childbirth) shall notify the Superintendent or his designee in writing of the anticipated commencement and termination of sick leave days as soon as those dates become known.
2. A new father or adoptive parents may utilize five (5) sick leave days upon the arrival of the child by notifying the Superintendent as soon as the dates are known.

D. VERIFICATION

The Superintendent or the Board may request a statement from the Employee's physician confirming an illness or determining his/her physical fitness. Such statement shall be at the Employee's expense.

E. FAMILY EMERGENCY

Up to six [6] days of accumulated sick leave per employee per year may be used for a family illness or medical emergency concerning the Employee's spouse, parent, or child. Employees may accumulate unused family illness days to a total of twelve [12] days.

F. NOTIFICATION

Employees will be furnished with an accounting of accumulated sick leave days with the June paycheck or more frequently.

ARTICLE V - TEMPORARY LEAVE

4/01

A. PAID LEAVES

Employees shall be entitled to the following temporary leaves of absence with full pay each school year:

1. PERSONAL LEAVES - Three (3) days per year shall be allowed for personal reasons. The day immediately preceding or immediately following a legal holiday, school vacation period, or during the first or last week of the school year shall not be recognized as a personal leave day. Exceptions to these limitations may be made by the superintendent in his sole discretion. No more than three (3) Certified Teachers shall be on personal leave on the same day. Employees planning to use a personal day or days shall apply to their principal at least two (2) days in advance, except in cases of emergency. All personal days must be used before an employee will be allowed to take unpaid leave days.

2. JURY DUTY

a. An Employee who is called for jury service shall be permitted to be absent from his or her duties without loss of pay and without charge against any leave. Amount paid to the Employee for jury duty (not for mileage or meals) would be assigned to the school. The Jury duty earnings check could be endorsed and presented to the school if it did not include reimbursements for other expenses such as mileage and meals. A personal check could also be used to repay the school if pay for jury duty was awarded.

b. The Employee must give the principal or the principal's designated representative five (5) days' prior written notice of the summons for service and must furnish satisfactory evidence that such service was performed on the days for which a payment is claimed. Any Employee not required to perform jury duty all day shall return to work.

3. PROFESSIONAL LEAVE - Shall be allowed for attendance at educational meetings with full pay if such absence is approved by the Employee's principal. If any Employee wishes to be absent from duty for a brief period to attend a professional meeting, a written request for approval of such absence on a form as provided by the Employer should be filed by the Employee at least ten (10) days prior to the first day of anticipated absence. Professional days shall be used for the purpose of:

- a. Visitation to view other instructional techniques of programs.
- b. Conferences, workshops, or seminars conducted by colleges, universities, or other educational institutions or organizations.

4. BEREAVEMENT LEAVE - Each Employee shall be entitled to five (5) days of bereavement leave per occurrence with full pay in the event of a death in the Employee's immediate family. The immediate family is defined as the husband, wife, child or children, mother, father, brother, sister or grandchild of the Employee and the father and mother of the spouse of the Employee. This leave is not accumulative and does not count against sick leave.

Two (2) days of paid leave will be granted in the event of death of the Employee's grandparent, spouse's grandparent, sister-in-law, brother-in-law, niece, nephew, aunt or uncle. The Employee shall notify the Superintendent as soon as possible before taking bereavement leave. This leave is not accumulative and does count against sick leave.

Bereavement days necessary beyond the above allotments may be taken and will count against sick leave. Should sick leave have been exhausted, the leave is an unpaid day.

5. ASSOCIATION LEAVE- Up to a total of four (4) days paid leave shall be available for representatives of the Association to attend conferences, conventions, or other activities of the state and national affiliated organizations at the discretion of the Association.

B. SUPERINTENDENT'S DISCRETIONARY LEAVE

Other temporary leaves of absence may be granted by the superintendent with pay or without pay as determined by the superintendent, and the granting or the denial of the leave or the granting or denial of compensation for the leave shall not be grievable under the grievance Article of this agreement.

ARTICLE VI – EXTENDED LEAVES

4/03

A. ILLNESS OR DISABILITY

1. An Employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available, shall be granted a leave of absence. The leave shall be without pay for the duration of such illness or disability up to the end of the school year in which the sick leave has been exhausted. Leaves granted pursuant to the paragraph may be renewed each year subject to the approval of the Board. The Employee may continue all available fringe benefits provided by this Agreement for the duration of said leave at his/her expense and upon approval of the insurance carrier(s). If an Employee is continuing benefits at his/her expense, payment must be received by the Board Secretary by the first of the month or they will be removed from the group.

2. A serious illness or disability of a certified staff member places a long term substitute in the classroom. Under these circumstances, the grade level or subject area co-worker may need to provide extensive assistance in curriculum planning, classroom management, and daily responsibilities. The certified staff member shall make a request for compensation in writing. If approved the compensation will be limited to the Employee's per diem rate for one hour [1] per school calendar week. The certified staff member will meet with the Administration and a representative from The Association to determine an appropriate time frame for this assistance.

B. EDUCATIONAL TRAINING

A leave of up to one year may be granted, upon application, for the purpose of engaging in study at an accredited college or university, such study to relate to the Employee's professional responsibilities at the Hubbard-Radcliffe School District. Upon return from such leave, the Employee shall be placed at the step where they were last employed. However, educational lane changes would be granted.

C. OTHER LEAVES

The Board may grant extended leaves upon the filing of a written request for such leave by an Employee. A denial by the administrator would allow the Employee to request a board review within a timely manner.

ARTICLE VII - HEALTH AND SAFETY

3/93

A. PHYSICAL FITNESS

Every newly appointed Employee, and continuing Employees at the conclusion of every third year, shall furnish a certificate signed by a physician attesting to the Employee's physical fitness to perform the assigned duties and freedom from communicable diseases. The Employer shall advise the Employee when such examination is necessary and supply the form. The form shall be filed in the Superintendent's office before the 10th day of September. The Board shall pay a maximum of fifty dollars (\$50) toward the cost of the examination upon presentation of paid receipt. Also the Board will propose that a teacher get a physical any time that they have paid their deductible and turn it into the insurance company. This would most often be allowable on an 80% - 20% basis. The district would reimburse the 20%.

B. SAFETY PROCEDURES

The Employer shall provide and maintain a safe place of employment. All Employees shall endeavor, in the course of performing the professional duties associated with their employment, to be alert to unsafe practices, conditions or equipment and to report same to their immediate supervisor.

C. USE OF FORCE

An Employee may, while acting within the scope of the Employee's employment when acting pursuant to existing Board policy, use and apply such amount of force as is lawful and necessary to quell any disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil; for the purpose of self-defense; and for the protection of persons or property.

D. PROTECTIVE DEVICES

Eye-protective and ear-protective devices as outlined in 280.10 and 280.11 of the Code shall be provided without cost to the Employee.

ARTICLE VII – EVALUATION PROCEDURES

3/05

A. EMPLOYEE ORIENTATION

Within four (4) weeks after the beginning of the school year, within four (4) weeks after the beginning of an Employee's service under the supervision of a particular administrator, each Employee shall be acquainted with the Iowa Teaching Standards and Criterion, the district adopted descriptors and the procedures and instruments used. No formal evaluation shall take place until such acquaintance has been completed. The Board and Association will mutually agree upon an evaluation instrument and any future revisions that might be needed. If the evaluation instrument is revised, the administration will provide Employees under their supervision an acquaintance with the new instrument at least two (2) weeks before application of the instrument.

B. MINIMUM NUMBER OF EVALUATIONS

An evaluation process will be followed for beginning teacher, probationary career teachers, and for career teachers. Evaluation procedures shall be consistent between evaluators and between buildings.

EVALUATION FOR TIER I TEACHERS

A beginning teacher, teaching with an Initial Provisional License, shall be evaluated with the Comprehensive Evaluation Summative Evaluation developed by the Administrative Team of Hubbard-Radcliffe School. The established district criteria and the Iowa Teaching Standards, as set forth by the Iowa Department of Education as a requirement of the Teacher Quality program, will serve as the criteria for the evaluation of new teachers.

The classroom teaching performance of regular first and second year (Tier I) Employees will be formally evaluated a minimum of two (2) times each school year, once each semester. All formal evaluations of classroom teaching performances of an Employee shall be conducted openly with full knowledge of the Employee. Each formal evaluation shall be preceded by at least forty (40) minutes of consecutive observation. These observations will focus upon the Iowa Teaching Standards and Criteria. Each observation will include a feedback conference. The district will provide a form for the summative evaluation report. Additional formal observations may be conducted at the discretion of the administrator. The post observation forms are to be completed and be ready for discussion with the administrator at the respective conferences.

One of the formal observations will be of an extended duration. At the elementary level, this is defined as an observation of 2-3 consecutive hours. At the secondary level, this is defined as observing the same class period for 2-3 consecutive days.

Informal observations, including walk-throughs and other unannounced visits may be used at the discretion of the administrator. Informal observations include any and all things that reflect professionalism.

A cumulative professional portfolio will be created and maintained by all Tier I and Probationary Career Teachers. This portfolio will reflect the teacher's development and implementation of the skills being learned as part of the district's Mentoring and Induction program (Tier I teachers) and Career Development Plan (Probationary Career Teachers).

EVALUATION FOR TIER II – PROBATIONARY CAREER TEACHERS

Probationary Career Teachers will begin their evaluation cycle with a performance review evaluation. Probationary Career Teachers will be formally evaluated a minimum of two (2) times each school year, once each semester. All formal evaluations of classroom teaching performances of an Employee shall be conducted openly with full knowledge of the Employee. Each formal evaluation shall be preceded by at least forty (40) minutes of consecutive observation. These observations will focus upon the Iowa Teaching Standards and Criteria. Each observation will include a feedback conference. The district will provide a form for the summative evaluation report. Additional formal observations may be conducted at the discretion of the administrator. The post observation forms are to be completed and be ready for discussion with the administrator at the respective conferences.

One of the formal observations will be of an extended duration. At the elementary level, this is defined as an observation of 2-3 consecutive hours. At the secondary level, this is defined as observing the same class period for 2-3 consecutive days.

Informal observations, including walk-throughs and other unannounced visits may be used at the discretion of the administrator. Informal observations include any and all things that reflect professionalism.

A cumulative professional portfolio will be created and maintained by all Tier I and Probationary Career Teachers. This portfolio will reflect the teacher's development and implementation of the skills being learned as part of the district's Mentoring and Induction program (Tier I teachers) and Career Development Plan (Probationary Career Teachers).

EVALUATION FOR TIER II: CAREER TEACHER

The evaluation process for career teachers is a three-year cycle and includes two components: an individual career development plan and a performance review that will occur at least every three years.

The Individual Career Development Plan will be based on the student achievement goals of the building and the school district (CSIP), the Iowa Teaching Standards, and the needs of the teachers. The plan will focus on the continuous professional growth of the teacher in order to improve student learning. The Individual Career Development Plan design may include learning activities for one, two, or three-year periods and may be implemented individually or as part of a collaborative team effort. The plan must be

approved by the administration, and the administration shall determine if the identified goal was satisfactorily completed. Career teachers will develop a method of documenting and reporting the results of their individual career development plan, as part of a progress report with their administrator or as part of their performance review.

During the performance review year, a career teacher will be formally evaluated a minimum of one (1) time each year. All formal evaluations of classroom teaching performances of an Employee shall be conducted openly with full knowledge of the Employee. Each formal evaluation shall be preceded by at least forty (40) minutes of consecutive observation.

The following applies to all formal evaluations:

1. Reports in Writing – Reports for formal classroom observations shall be in writing with a copy to be given to the Employee at least one (1) day prior to any conference between the employee and the supervisor.
2. Conference – Within ten (10) school days following the formal classroom observation, the evaluator and the Employee shall meet. At the conclusion of the conference, a copy of the evaluation signed by both parties shall be given to the Employee. The Employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content. No Employee shall be required to sign a blank evaluation form.
3. Employee's Written Statement – The Employee shall have the right to submit an explanation or other written statement regarding any evaluation report of classroom performance. Any written statement submitted by the Employee shall be submitted within the ten (10) school days of the date of the conference. Such statements shall be signed by both parties and attached to the evaluation report. The administrator's signature does not necessarily mean agreement with the information in the statement, but rather awareness of the content.
4. Right to Grieve – An Employee has the right to grieve all evaluations as unfair or inaccurate through the grievance procedure in this contract. The event initiating the timelines within the grievance procedure is the receipt of the written evaluation by the Employee.

C. INFORMAL EVALUATION

The administration may utilize other methods of informal evaluation. If an administrator places a written document in an Employee's personnel file which he either prepared himself or received from a patron of the District, the Employee shall be given a copy of the document within one (1) school day of the time the document is placed in the file. At the request of either party, a conference will be held within ten (10) school days after the document is placed in the file. The Employee shall have the right to submit an explanation or other written statement regarding any informal evaluation placed in her/his file. Any written statement submitted by an Employee shall be submitted within ten (10) school days of the conference or date of filing, whichever is later. Such statement shall be signed by both parties and attached to the evaluation.

The administrator's signature does not necessary mean agreement with the information in the statement, but rather awareness of the content.

D. PERSONNEL FILE REVIEW

Employees shall have the right to review the contents of their personnel files and only confidential letters of recommendation may be excluded from the file when it is examined by the Employee. The Employee shall have the right to receive a copy of any of the contents of the file except confidential letters of recommendation. The usual and customary charge will be made for each copy.

E. EVALUATION INSTRUMENT

For the summative evaluation, district standards will be met as long as there are not checked "Does Not Meet" or "Needs Improvement". If any of these areas are checked, it does not mean automatic dismissal, but will serve as cause to involve the teacher to participate in an assistance program provided by the district to improve performance in this area. Should evaluation be used for any staff reduction, then all staff will be rather (compared) as "Meets" or "Does Not Meet" district standards.

ARTICLE IX - TRANSFERS

1995

A. VOLUNTARY TRANSFER PROCEDURES

1. In the filling of a vacancy, the Board shall consider requests from employees who have requested a transfer, along with all other applicants for the position.
2. A transfer shall be considered to be the movement of an Employee from one department or grade to another in grades Kindergarten through 12 if said Employee has the appropriate certification for the transfer.
3. A list of departments as used in this Article shall consist of the following:
 - a. Business Education
 - b. English
 - c. Social Studies
 - d. Art
 - e. Mathematics
 - f. Science
 - g. Music
 - h. Physical Education
 - i. Foreign Language
 - j. Guidance
 - k. Industrial Arts
 - l. Home Economics
 - m. Library Services
 - n. FIRM
 - o. Special Needs
4. The following qualifications shall be the basis for decision making in both voluntary and involuntary transfers:
 - a. Professional Preparation
 - b. Evaluations
 - c. Experience
 - d. Seniority in the Hubbard School District, the Radcliffe School District, and the Hubbard-Radcliffe School Districts.
5. Procedure
 - a. When a vacancy is to be filled by a voluntary transfer and two or more Employees are equally qualified for the position, seniority will control except in unusual circumstances.
 - b. The Employer shall post in all school buildings a list of all vacancies. The notice of a vacancy shall include the date of posting and the final date on which applications will be accepted. Such notices shall be posted in the faculty rooms for at least seven (7) calendar days before the final date when applications must be submitted.
 - c. Employees may apply in writing to the individuals designated on the vacancy notice for any posted vacancy, and all applications shall name the vacancy for which the applicant wishes consideration.
 - d. When a vacancy is filled, all applicants shall be notified in writing as soon thereafter as practical and notice of the filling of the vacancy will be posted.

e. For positions becoming vacant during summer vacation, Employees may file a letter requesting consideration should a position open. This letter must contain the following information:

Position desired
Summer address
Summer telephone number

Those indicating an interest in a certain position will be notified by letter sent to the summer address. A notice of these positions will be posted in the Administration Building.

f. After an Employee has obtained a voluntary transfer, the Employee shall not be eligible for any other voluntary transfer during that school year.

B. INVOLUNTARY TRANSFER PROCEDURE

The Board of Education reserves the right to assign and/or transfer personnel according to the overall needs of the District.

1. An involuntary transfer shall be considered to be the movement of an Employee from one department to another in grades Kindergarten through 12 if said Employee has the appropriate certification for the transfer.
2. An involuntary transfer shall be made only after a meeting between Employees involved, an Association representative at the Employee's option, the superintendent or his designee, and other appropriate administrative representatives.
3. All Employees being considered for involuntary transfer may request in writing a voluntary transfer to any open position, which request shall show the Employee's order of preference for the open positions.

ARTICLE X - STAFF REDUCTION PROCEDURES

4/03

A. LAYOFFS

The Board shall have the right to determine when it is necessary to have a reduction of staff. Attrition will be used when possible. On or before March 31, should the Board intend to implement a staff reduction, the Association and the Employer shall have a conference. The Association shall have the opportunity to review and respond to the Board's planned staff reduction by April 14.

In the event reduction in staff cannot be adequately accomplished by attrition, those with emergency or temporary certification (or who are part-time Employees) shall be laid off first unless otherwise needed to maintain an existing program.

If reduction in staff cannot be adequately accomplished in accordance with the above paragraph, the Board shall lay off Employees according to the following criteria:

1. Total teaching experience in the Hubbard School District, the Radcliffe School District, and the Hubbard-Radcliffe School District. Calculated from the Employee's first day of contracted service in the district (as distinguished from the date of individual contract signing).
2. Total teaching experience in other school systems.
3. Breadth and Depth of certification endorsements and educational preparation.
4. The educational subject area and grade levels in which cutbacks are being made.
5. Relative skill and ability.

B. NOTIFICATION

The administration shall provide written notice to each Employee who may possibly be affected by staff reduction. Specific written reasons for reduction of staff shall be given no later than April 15 proceeding each school year. Notice of staff reduction(s) shall be given to the Association.

C. RECALL PROCEDURES

1. Recall Rights - Any Employee laid off pursuant to this Article shall have recall rights to any position for which he/she is certified, for two (2) years from the effective date of his/her layoff and shall be recalled to available positions in such professional categories in reverse order of layoff.
2. Benefits - Any Employee re-employed by exercising his/her recall rights shall have restored his/her fringe benefits and placement on the salary schedule accrued at the time of layoff.
3. Recall List: - The Employer shall keep on file a current list of those who have retained such recall rights provided by this Article and will furnish said list to the Association annually.
4. The superintendent or his/her designee shall be kept informed by the terminated Employee of current addresses and telephone numbers and interest in recall.

5. The Employer shall notify each Employee laid off pursuant to this Article who is eligible for any vacant position which may occur. Such notice shall be given by certified mail, return receipt requested. The Association shall also be informed of vacancies and notified Employees.

6. The Employee who is recalled shall have fifteen (15) calendar days from the date the recall notice is delivered to either accept or reject the available position. Failure to respond within the above time limit shall be interpreted as rejection of the available position. Acceptance or rejection shall be delivered in writing to the superintendent or his/her designee or shall be sent by certified mail, return receipt requested.

D. ESTABLISHING A SENIORITY LIST

All Employees will complete a General Staff Data Sheet to be developed jointly by the administration and the Association. The Data Sheet will be distributed during fall workshops and must be completed by September 10 of the current school year.

The Administration will develop a **Seniority List**, including all Employees. Such list will be posted by October 1st of each year. Updates will occur when staff changes are made during the year.

1. The **Seniority List** will be based upon information listed as items (a) through (e) on the General Staff Data Sheet, with each item considered in that order. The items will be:

- a. years of consecutive teaching service in the Hubbard School District, the Radcliffe School District, and the Hubbard-Radcliffe School District.
- b. total years of teaching service
- c. highest earned degree
- d. hours earned beyond highest earned degree
- e. selection by lot (a rank number)

2. A rank number will be assigned each Employee.

3. Copies of the **Seniority List** listing all Employees in rank order will be posted in each building on the office bulletin board, on HREA bulletin boards in staff rooms, and provided to the Association as soon as it is prepared. The **Seniority List** will include items (a) through (e) from C1 of this Article.

ARTICLE XI - STAFF DEVELOPMENT COMMITTEE

3/93

A Staff Development Committee with Employee representation shall be established for the purpose of making recommendations to the Board on the structure and content of the District's in-service training program. The Committee shall consist of the superintendent and two other administrators, and three (3) faculty members appointed by the Association. Appointments shall be on an annual basis and renewable. The membership of the Committee should reflect a representative cross section of grade level. The Committee shall make recommendations to the Board concerning the planning and evaluation of content and format of Employee orientation, or in-service training programs conducted during the course of the school year. The Board shall consider such recommendation; however, final decisions thereon shall remain in the Board's discretion.

ARTICLE XII - EMPLOYEE HOURS

1997

A. WORKDAY

1. (a) Except as provided herein, the work day shall begin at 8:00 a.m. and end at 4:00 p.m., except on Fridays and days preceding holidays and vacation periods when the work day shall end with the departure of the route school buses.

(b) In the event of regularly scheduled meetings beyond the contract hours, teachers attending such meetings at a location other than that of their 1st period class, will be paid mileage between the Hubbard and Radcliffe sites.

2. Should inclement weather require a school closing wherein students are dismissed, Employees shall not be required to stay after the departure of the route school buses.

3. Included within the normal work day shall be a minimum duty-free lunch period of twenty-five (25) minutes.

4. The work week shall include the days of Monday through Friday and exclude the days of Saturday and Sunday.

5. Teachers may leave the building during their duty-free lunch period to attend to business that cannot be conveniently performed at other times, upon notifying the principal of their destination.

6. Each secondary classroom teacher shall have at least one preparation period during the pupil day which shall be one instructional period during the day. Each middle school classroom teacher shall have at least one preparation period during the pupil day which shall be one instructional period during the day. Each elementary classroom and special needs teacher shall have as much preparation time as scheduling will allow.

B. HOLIDAYS

1. No Employee shall be required to perform duties on any of the following six (6) unpaid holidays.

- a. Labor Day
- b. Thanksgiving Day
- c. Christmas Day
- d. New Year's Day
- e. Good Friday
- f. Memorial Day

2. Any Employee that requests the privilege of conducting an activity, practice, or the right to supervise students on any of the above holidays may do so without this Article being grievable.

C. EARLY DEPARTURE

1. Employees may leave the building following student departure on those days when they will be returning for extra duty events.
2. School shall be dismissed after a minimum of five and one-half (5 1/2) hours of instructional time, exclusive of the lunch period, on the school day preceding the following:
 - a. Thanksgiving
 - b. Christmas
 - c. Good Friday

Employees may leave after the departure of the route school buses.

3. School shall be dismissed early in compliance with state guidelines on the following days:
 - a. First day of school
 - b. Last day of school
 - c. Last day of 1st Semester
 - d. Conference Days

Employees will work the contract day of 8:00 a.m. to 4:00 p.m.

ARTICLE XIII - WAGES

3/05

A. SCHEDULE - The salary of each Employee covered by the regular salary schedule is set forth in Schedule A, which is attached hereto and made a part hereof.

B. PLACEMENT ON THE SALARY SCHEDULE

Each Employee shall be placed on his or her proper step and lane of the Salary Schedule. New and returning teachers will receive credit on the teacher salary schedule for eight (8) years' previous teaching experience in the Department of Education accredited/approved public or nonpublic schools. In addition, if in order to hire a candidate it becomes necessary to grant more than eight (8) years experience, the negotiating team has agreed to meet with the superintendent to consider this possibility. Employees will receive credit for a full year of employment if they have worked (including paid leave days) at least two-thirds (2/3) of his or her scheduled contract days in each school.

C. ADVANCEMENT ON THE SALARY SCHEDULE

1. Steps: Employees on the salary schedule shall be granted one (1) increment/vertical step on the salary schedule on the appropriate educational lane for each year of employment to the maximum step on that educational lane. Employees must work (including paid leaves) at least two-thirds (2/3) of his or her scheduled contract days in the school year to qualify for movement on the steps on the salary schedule. Employees who complete the necessary college semester hours which will move them from one educational lane to a higher educational lane on Schedule A shall move to the proper vertical step on the higher lane.

2. Lanes: Except as noted below, the hours earned to count for advancement on the salary schedule must be earned at an approved college or university, must be semester hours (or converted into semester hours), and must be taken for credit and for a letter grade (audit hours will not count). In addition, to count towards the M.A. lane, the Master's Degree must be in an area of the Employee's teaching assignment. One (1) hour earned in an Area Education Agency Staff Development Course or from audit of a college or university course may count towards each lane advancement on the salary schedule. If more than one hour is earned from such course prior to one lane advancement, the additional hours will not count toward the next lane advancement.

3. In order for course work to count toward advancement on the salary schedule, the course must be approved by the administration. Conflicts that might arise from this would be subject to review committee as listed below.

4. An Educational Advancement Review Committee consisting of (2) administrators, (3) educators, and (2) board members will review written requests for hours that Employees want to take toward advancement on the salary schedule. Request must be approved before beginning the course of study in question.

5. Movement to a higher educational lane will be made once annually at the September payroll. In order to advance to a higher educational lane, an official transcript of the college semester hours and/or degree completed showing acceptable hours earned must be submitted to the Board secretary in the School District's business office no later

than September 10. If an official transcript for a teacher is unavailable by September 10, the teacher's copies of the grade reports and/or a letter from his or her college's or university's registrar stating that credit has been awarded will be accepted as temporary proof. However, an official transcript must be received by October 10 or the movement to a higher educational lane will be terminated.

D. METHOD OF PAYMENT

1. Each Employee shall be paid in twelve (12) equal installments on the 20th of each month.
2. In anticipation of starting IPERS retirement, a certified staff member may request his/her salary to be paid in ten monthly installments on the 20th of each (September through June) month. A letter of resignation must accompany the request to be effective June 30th of the current school year. The resignation letter must be submitted to the board secretary by September 1st.
3. A beginning teacher may request up to 5 days of his/her teacher salary to be paid by September 1st. (For the first year of employment only)
4. When a pay date falls on or during a school holiday, vacation, or weekend, Employees shall receive their pay checks on the last previous working day.
5. Summer checks, other than for summer school teachers, shall be mailed to the address designated by the Employees.

E. UNUSED SICK LEAVE/PERSONAL DAYS

Decisions of retirement or resignation must be timely – during the time frame of contract issuance and signing. Retirement shall be defined as an Employee who submits a letter of retirement from service in public school and is eligible to receive IPERS retirement benefits. Resignation shall be defined as an Employee who submits a letter of resignation from the school district and would not be eligible to receive IPERS retirement benefits.

1. Sick Leave Days: Upon retirement, an Employee will be compensated for all unused Sick Leave Days at the rate of \$20.00 per day. Upon resignation, an Employee who has served the district at least 10 years will be compensated for one-half (1/2) of the unused Sick Leave Days at the rate of \$20.00.
2. Personal Days: Upon completion of each current school year the Employee will be compensated for unused Personal Leave Days at the rate of \$40.00 per day. This payment will be included in the August paycheck.

F. EXTENDED YEAR CONTRACT RATE

The salary Schedule is based upon a 186 day work year. Any Employee who is offered and accepts an assignment beyond the 186 days, and which is not covered by the supplemental pay schedule, will be additionally compensated at the per diem rate of his/her contracted salary.

G. CONTRACT YEAR = 180 days (178 student days & 2 P-T Conference days)
2 fall workshop days
3 inservice days
1 spring sign-out day

If the 2005 Iowa Legislature takes action to approve and fund the two additional professional development days as proposed for the 2005-2006 school year by the Teacher Quality Act, the Board and the Hubbard-Radcliffe Education Association agree to reopen this agreement and establish the rate of pay in accordance with the funding allocated by legislative action.

H. SIGNING BONUS

A \$500 signing bonus will be paid during the first week of September for new employees who are teaching in areas that are deemed to be in short supply. A \$250 signing bonus will be paid for new employees at mid-year for teaching positions in areas that are deemed to be in short supply. Teaching areas will be considered in short supply for any teaching position where the district receives fewer than ten (10) qualified applicants. Qualified applicants are those candidates who are certified to teach in the advertised position or who are able to obtain temporary approval from the Iowa Department of Education.

ARTICLE XIV - INSURANCE

3/05

A. TYPES - The Employer agrees to provide all Employees the following full single coverage paid insurance protection. Any change in insurance coverage shall be considered by staff and board.

1. Health and Major Medical - Each certificated Employee working a minimum of twenty one (21) hours per week shall be covered by a health and major medical program paid as described in paragraph 1 that meets no less than present coverage. The Employer agrees to provide new Employees meeting eligibility requirements (a minimum of 21 hours) of the respective insurance carrier of the District's group plans the same insurance as specified above.

2. School Liability - All Employees shall be covered by a school-financed liability insurance covering job-related performance of duties. Employees required to use personal automobiles in their assigned duties shall be covered by Board-paid auto liability insurance.

3. Life Insurance and Long-Term Disability - Each certificated Employee currently employed, who meets eligibility requirements (21 or more hours per week), shall be provided (at Employer expense) twenty thousand dollars (\$20,000) in term life insurance with an additional benefit of twenty thousand dollars (\$20,000) in accidental death and dismemberment coverage. The Employer shall pay for group long-term disability insurance coverage for Employees meeting the eligibility requirements for the coverage in effect during the 1988-89 school year. The Employer agrees to provide new Employees meeting eligibility requirements (21 or more hours) of the respective insurance carrier of the District's group plans the same insurance protection as specified above.

4. Workers' Compensation - Workers' Compensation coverage as per state law will be carried by the Employer with the cost borne by the Employer.

B. COVERAGE - The District-provided insurance programs shall be for twelve (12) consecutive months, (beginning July 1 and ending June 30). Employees new to the District shall be covered by District-provided insurance no later than October 1st or within one month of initial employment if hired after the beginning of the work year.

C. DESCRIPTION - The Employer shall provide each Employee a description of the insurance coverage provided herein within ten (10) days of the beginning of the school year or date of employment, which shall include a clear description of conditions and limits of coverage as provided above. The Employer will be responsible for providing insurance information in the form of applications and enrollment meetings.

D. CONTINUATION - In the event that an Employee, absent because of illness or injury has exhausted sick leave accrual, the above-mentioned benefits shall continue throughout the balance of the school year.

E. CONTRIBUTORY BENEFIT PLAN - The Hubbard-Radcliffe Education Association and the Hubbard-Radcliffe Community School District mutually agree to change our single coverage employee Blue Cross/Blue Shield Health Insurance Plan. We agree to change from an employee noncontributory benefit plan to an employee contributory benefit plan. It is agreed that each covered employee shall contribute one dollar (\$1.00) per year towards the total yearly premium. It is understood that this does not change the current policy coverage. This change shall be effective on December 1, 1999.

F. ANNUITY - If an employee elects not to participate in single health and major medical coverage, the employer agrees to pay \$230 per month in a Tax Sheltered Annuity of the employee's choice.

ARTICLE XV - SUPPLEMENTAL PAY

3/05

It is the intent of the School Board that members of the teaching staff will have first (1st) option for assignments covered by this article. Consideration will be given to the capabilities, potential experience and/or background experience of the employee interested in a position.

A. EXTRA-CURRICULAR ACTIVITIES

1. The Board and the Association agree that the extra-curricular activities listed in Schedule B are official school-sponsored activities. Such extra-curricular activities shall be compensated according to the percentages or rates as stipulated in Schedule B.
2. Percentages and rates listed in Schedule B indicate the rate of pay for one employee to fill the position. If student numbers or activity dictates the need for more than one employee, each employee will be paid the full percentage as listed.
3. Experience credit is specific to the activity for which the employee is hired. Experience in one activity will not transfer to another activity. Teachers will receive credit for years of experience in the Hubbard-Radcliffe School District. Experience steps are granted in the BA Lane, not to exceed BA10. Experience credit was implemented in 1994-95, and a base year of 1989-90 was established. For the 94-95 contract no one was placed above the BA4 step.

B. EXPENSES OF TRAVELING EMPLOYEES

1. When Employees receive administration approval to attend school related activities and/or workshops, the Employee shall first make request to the administration for transportation to be provided at the District's expense. If such transportation is unavailable, the Employee shall be reimbursed for mileage at the rate of thirty-five [\$0.35] cents per mile
2. Employees traveling between the sites of Hubbard and Radcliffe for the purpose of teaching classes within the contract day shall be reimbursed for mileage at the rate of thirty-five cents [\$0.35] per mile. Employees will turn in a monthly accounting of mileage by a date to be determined by the Board Secretary.
3. Meals and lodging will be paid on an actual cost basis where approved by the superintendent. Receipts for all expenses should be attached to the vouchers which shall be filed with the Board secretary on or before the first day of each month.

C. ADMISSION TO SCHOOL EVENTS

All Employees will receive two (2) Non-transferable passes to all school sponsored activities.

D. SUPERVISION OF STUDENT TEACHERS

Any Employee that shall supervise the activities of a college or university placed student shall receive any funds received by the district for the placement of such student teacher.

ARTICLE XVI - COMPLIANCE AND DURATION

3/05

A. SEPARABILITY

If any Article, section, paragraph, clause, or sentence of this Agreement should be declared contrary to law, then that portion shall be deleted from this Agreement to the extent that it is invalid. Such adjudications shall not void the remaining Articles, sections, paragraphs, clauses, or sentences, and they shall remain in full force and effect for the duration of the Agreement.

B. PRINTING AGREEMENT

The expense of printing this Agreement shall be shared equally by the Board and Association. Copies thereof shall be available upon request from the Board's secretary.

C. NOTICE GIVEN

Whenever any notice is required to be given by either of the parties to this Agreement to the other, such notice shall be given by registered or by certified mail addressed to the following designated addresses.

1. If by the Association to the Board:
President of the Board of Directors
Hubbard-Radcliffe Community School District
Hubbard, Iowa 50122
2. If by the Board to the Association:
President of the Hubbard-Radcliffe Education Association
Hubbard-Radcliffe Community School District
501 Isabella
Radcliffe, Iowa 50230

D. DURATION PERIOD

1. This Language in this agreement shall be in effect as of July 1, 2005 and shall continue in effect until June 30, 2007.
2. Schedule A and Schedule B shall be in effect as of July 1, 2005 and shall continue in effect until June 30, 2006.

SIGNATURE CLAUSE - In witness whereof, the parties hereby have caused this Agreement to be signed by their respective presidents, Attested by their respective chief negotiators, and their signatures placed hereon, all on the 29 day of April, 2005

HUBBARD-RADCLIFFE EDUCATION ASSOCIATION

BY Helen D. Wall
Helen Wall, President Hubbard-Radcliffe Education Association

BY William A. Heubner
William Heubner, Chief Negotiator Hubbard-Radcliffe Education Association

HUBBARD-RADCLIFFE COMMUNITY SCHOOL DISTRICT

BY Carol J. Balvanz
Carol Balvanz, President

BY John Kinley
John Kinley, Chief Negotiator, Superintendent

HUBBARD-RADCLIFFE SCHOOL						
Salary Schedule A 2005-2006 \$24,925 Base \$900/\$900						
	BA	BA+12	BA+24	MA	MA+12	MA+24
BASE	24,925	25,825	26,725	27,625	28,525	29,425
1	25,825	26,725	27,625	28,525	29,425	30,325
2	26,725	27,625	28,525	29,425	30,325	31,225
3	27,625	28,525	29,425	30,325	31,225	32,125
4	28,525	29,425	30,325	31,225	32,125	33,025
5	29,425	30,325	31,225	32,125	33,025	33,925
6	30,325	31,225	32,125	33,025	33,925	34,825
7	31,225	32,125	33,025	33,925	34,825	35,725
8	32,125	33,025	33,925	34,825	35,725	36,625
9	33,025	33,925	34,825	35,725	36,625	37,525
10	33,925	34,825	35,725	36,625	37,525	38,425
11		35,725	36,625	37,525	38,425	39,325
12			37,525	38,425	39,325	40,225
13			CAREER	39,325	40,225	41,125
						CAREER
CI3%-748			38,273	40,073	40,973	41,873
CI5%-1246			38,771	40,571	41,471	42,371
CI7%-1745			39,270	41,070	41,970	42,870
CI9%-2243			39,768	41,568	42,468	43,368
CI11%-2742			40,267	42,067	42,967	43,867
CI13%-3240			40,765	42,565	43,465	44,365

(03/2005) CAREER INCREMENT: A career increment equal to 3% of the BA step 0 salary will be granted to Employees on the BA+24, MA, MA+12, and MA+24 lanes after one year at the top step of their respective lanes. An additional 2% of the BA step 0 will be granted to Employees on the BA+24, MA, MA+12, and MA+24 lanes after their fourth (4th) year, seventh (7th) year, and tenth (10th) year, and every third year thereafter, at the top step of the respective lanes. If an Employee moves from the BA+24 lane to the MA lane, the Employee shall retain any previous career increments earned, but shall not be eligible for additional Career Increments until after the fourth (4th) year after he or she has changed lanes. Career Increments for part-time employees shall be pro-rated.

3% = \$748 5% = \$1246 7% = \$1745 9%=\$2243 11%=\$2742 13%=\$3240

SCHEDULE B - March 2005	
BASED ON PERCENTAGE OF CURRENT SCHEDULE A - BA LANE	
BASEBALL/SOFTBALL	
Head Coach 9-12	10.00%
Assistant Coach 9-12	6.00%
Head Coach 7-8	5.00%
4-5-6 Summer Softball	5.00%
Summer Little League	5.00%
BASKETBALL	
Head Coach 9-12	10.00%
Assistant Coach 9-12	6.00%
Head Coach 7-8	5.00%
Chaperone	3.00%
CHEERLEADERS	
Football 9-12	2.00%
Basketball 9-12	2.00%
7-8th Grade	1.00%
Wrestling 9-12	2.00%
DRILL TEAM ADVISOR	6.00%
CLASS ADVISORS	
Freshman Class	0.75%
Sophomore Class	0.75%
Junior Class	1.00%
Senior Class	0.75%
CROSS COUNTRY	
Head Coach 9-12	7.00%
Head Coach 7-8	3.50%
FOOTBALL	
Head Coach 9-12	10.00%
Assistant Coach 9-12	6.00%
Head Coach 7-8	5.00%
GOLF	
Head Coach 9-12	6.00%
MUSIC DEPARTMENT	
Instrumental-stage, marching, & contests	6.60%
Pep Band	2.00%
Summer Band:	
20-8 hour sessions	10.00%
Summer Vocal:	
22-4 hour sessions	6.00%
Vocal & Contest	5.00%
K-8 Vocal	3.00%
5-8 Instrumental	5.00%
Music/Drama	5.00%
6-7-8 Musical	2.00%

SPEECH DEPARTMENT	
Head Coach	5.00%
Assistant Coach	2.50%
Drama/Play	4.00%
Art Assistance for Plays	1.00%
Shop Assistance for Plays	1.00%
SPONSORS	
Annual	5.00%
Future Business Leaders	1.00%
Future Homemakers	1.00%
National Honor Society	1.00%
Newspaper 9-12	1.50%
Odyssey of the Mind	2.50%
Shop Club	1.00%
Spanish Club	1.50%
TENNIS	
Head Coach 9-12	6.00%
Assistant Coach 9-12	3.00%
TRACK	
Head Coach 9-12	7.00%
Assistant Coach 9-12	3.50%
Head Coach 7-8	4.00%
VOLLEYBALL	
Head Coach 9-12	10.00%
Assistant Coach 9-12	6.00%
Head Coach 7-8	5.00%
WRESTLING	
Head Coach 9-12	10.00%
Head Coach 7-8	5.00%
ITEMS NOT BASED ON PERCENTAGE	
Activity Bus Driver: 0-50 miles	\$15.00
50 miles +	\$25.00
Bus Chaperones: 0-90 miles	\$17.00
90 miles +	\$25.00
Driver's Education - Per student	\$102.00
Intervention Team	\$500.00
Level 1 Study: (beyond the contract day)	\$7.21/hour
Ticket Takers	\$6.00
Scorekeeper BB/VB	\$5.00
Supervise Weight Room	\$7.31/hour
Supervise K-5 Programs	\$17.00
Summer School	\$17.00
EXTENDED CONTRACTS	
Home Economics (2weeks = 80 hours \$15.00/hr)	\$1,200.00
Co-op (180 days @ 1 hr/day \$15.00/hr)	\$2,700.00
FFA - Not to exceed 160 hours \$15.00/hr	Maximum - \$2,400
Librarian (2weeks = 80 hours \$15.00/hr)	\$1,200.00
Guidance [grades/report cards] (2days \$15.00/hr)	\$240.00

%age of base-BA lane(\$24,925+\$900) rounded nearest dollar-March 2005											
	BA	0.75%	1.00%	1.50%	2.00%	2.20%	2.50%	3.00%	3.30%	3.50%	
BASE	24925	187	249	374	499	548	623	748	823	872	
BA1	25825	194	258	387	517	568	646	775	852	904	
BA2	26725	200	267	401	535	588	668	802	882	935	
BA3	27625	207	276	414	553	608	691	829	912	967	
BA4	28525	214	285	428	571	628	713	856	941	998	
BA5	29425	221	294	441	589	647	736	883	971	1030	
BA6	30325	227	303	455	607	667	758	910	1001	1061	
BA7	31225	234	312	468	625	687	781	937	1030	1093	
BA8	32125	241	321	482	643	707	803	964	1060	1124	
BA9	33025	248	330	495	661	727	826	991	1090	1156	
BA10	33925	254	339	509	679	746	848	1018	1120	1187	
		4.00%	5.00%	5.50%	6.00%	6.50%	6.60%	7.00%	7.50%	10.00%	
BASE	24925	997	1246	1371	1496	1620	1645	1745	1869	2493	
BA1	25825	1033	1291	1420	1550	1679	1704	1808	1937	2583	
BA2	26725	1069	1336	1470	1604	1737	1764	1871	2004	2673	
BA3	27625	1105	1381	1519	1658	1796	1823	1934	2072	2763	
BA4	28525	1141	1426	1569	1712	1854	1883	1997	2139	2853	
BA5	29425	1177	1471	1618	1766	1913	1942	2060	2207	2943	
BA6	30325	1213	1516	1668	1820	1971	2001	2123	2274	3033	
BA7	31225	1249	1561	1717	1874	2030	2061	2186	2342	3123	
BA8	32125	1285	1606	1767	1928	2088	2120	2249	2409	3213	
BA9	33025	1321	1651	1816	1982	2147	2180	2312	2477	3303	
BA10	33925	1357	1696	1866	2036	2205	2239	2375	2544	3393	

SCHEDULE C

Date Filed

Hubbard-Radcliffe Community School District

Building

LEVEL II

A. Date Violation Occurred _____

B. Date of Level I Conference _____

C. Statement of Grievance _____

D. Relief Sought _____

Signature

Date

E. Disposition by Principal or Immediate Supervisor

Signature of Principal or Immediate Supervisor
Date _____

LEVEL III

A. _____
Signature of Aggrieved Person Date Received by Superintendent

B. Disposition by Superintendent _____

Signature of Superintendent Date

LEVEL IV

A. _____
Signature of Aggrieved Person Signature of Association President

B. _____
Date Submitted to Arbitration Date Received by Arbitrator

C. Disposition and Award of Arbitrator _____

Signature of Arbitrator Date

SCHEDULE D

2005-2006

Dues Deduction Authorization Form

Authorization for Payroll Deduction for Education Association Dues

First Name Initial Last Name

Amount for the 2005-2006 School Year _____

I hereby request and authorize the Board of Education of the Hubbard-Radcliffe Community School District as my remitting agent, to deduct from my earnings each month until this authorization is changed or revoked as provided herein, a sufficient amount to provide for the monthly payment of the prevailing rate of dues which amount is to be remitted each month for me and my behalf to the treasurer of the Hubbard-Radcliffe Education Association.

It is understood that this authorization shall begin on the first payroll period (September) following this date.

Date _____ Signature _____

Social Security No. _____